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Monitor Newsletter June 01, 1992

Bowling Green State University

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MONITOR

VOL. XV, No. 45

BOWLING GREEN STATE UNIVERSITY

JUNE 1, 1992

From the BGSU help line...

If you need information, call the help line at 2-HELP.

General information regarding PERS:

Since participation in the PERS ERIP as adopted by the University is dependent upon total years of service credit, it will be necessary to verify total service credit information with PERS before the individual can proceed with actual retirement under the plan. The PERS rules require that staff members must give written authorization for the release of their individual account information to the University.

In accordance with the above requirements, persons interested in participating in the ERIP must sign an authorization form and return it to personnel services no later than June 15, 1992. Failure to do so may result in loss of the opportunity to participate in the ERIP.

Questions

Q. If someone would be bumped, what notification does the employee receive regarding bumping rights by another employee?

A. The employee would receive written notification that he/she is being displaced and what displacement/bumping rights he/she has.

Q. If you are not certified or have not been certified in any position (certified employee has worked in a particular classification for more than two years), would you, as an employee, be able to bump anyone else?

A. If you are not certified, you may be able to bump other provisional employees in your classification or classification series.

Q. If employees are not certified in their present classifications, can they bump in previously held classifications?

A. If employees cannot bump within the classification or classification series, they may bump to a previously held classification as long as they were certified in it and held the classification within the last five years.

Q. If a person has worked a total of five years, with the last two years as a clerical specialist (certified), and should there be a layoff, would the employee receive five years of seniority or only two years in the current clerical specialist classification? In what series is a clerical specialist included? If there is a

Continued on back

1991-92 survey reflects typical freshman

Economy influences student action

The most recent crop of BGSU students exhibits traits that reflect the difficult economic times the country is experiencing, according to the 1991-92 Freshman Survey.

For 18 years the Office of Institutional Studies has been reporting the characteristics of first-time, full-time freshmen at the University, and recently the results have been incorporated into a similar national survey.

The national survey by the Cooperative

Institutional Research Program and the 1991 BGSU Freshman Survey both reflect that economic considerations are competing with educational ones in students' criteria for choosing a college.

One trend apparent at BGSU for the last several years is an increasing concern about the cost of going to college. "The current data are even more pronounced than the national figures, due not only to

Continued on back

Lasley selected as new education dean

Dr. Thomas J. Lasley II has been appointed dean of the College of Education and Allied Professions effective July 1.

"I think there are a lot of challenges ahead for those who want to teach or be in teaching professions. I see my charge as facilitating opportunities for faculty and students to maximize their potential as individuals and as a community," Lasley said.

He has taught at the University of Dayton since 1983. He became chair of the department of teacher education in 1985. As chair, he recently has been involved in a project funded by the National Science Foundation to assist the Dayton City Schools in revising science curricula at all levels from kindergarten through twelfth grade. He also has been working on a Carnegie Foundation program to integrate liberal arts coursework with professional education experiences for prospective teachers.



Lasley

Lasley earned bachelor's, master's and doctoral degrees at The Ohio State University and taught elementary school before moving into higher education.

After completing his doctorate, he was a consultant to the Ohio Department of Education for two years before becoming assistant director in the department's division of teacher education and certification. He served in that post from 1979 until 1983.

In addition to being editor of the *Journal of Teacher Education* from 1984-89, Lasley has published articles in many professional publications and has served on the editorial boards of three education journals. He holds memberships in the Association for Supervision and Curriculum Development, the American Educational Research Association and Phi Delta Kappa education honor society.

Books and monographs which he and others have co-written include *Biting the Apple: Accounts of First-Year Teachers* published in 1980 and *A Handbook for Developing Schools with Good Discipline* published in 1982. He was Scholar of the Year at the University of Dayton in 1988-89.

University hosts popular culture conference

About 125 scholars from throughout the nation are expected to attend a three-day conference on the future of popular culture studies in the 21st century. The conference opens Thursday (June 4) at the University.

The list of featured speakers includes a virtual who's who in the field: Jane Thompkins, Sam Grogg, M. Thomas Inge, Brian Sutton-Smith, Thomas Cripps, Jay Mechling, Stephen Tatum, Linda Degh, John Cawelti and Thomas Schatz, among others.

In addition to attending panel discussions and lectures, participants will be paying tribute to retiring professor Dr. Ray B. Browne. A Distinguished University Professor and chair of the Department of Popular Culture—the first of its kind in the nation—Browne is known internationally as a pioneer of popular culture studies.

Conference planners have sought to pull together the best thinking on the future of popular culture studies from across the

country, according to Dr. Michael Marsden, popular culture and associate dean of the College of Arts and Sciences.

"It's our hope that we will look back on this conference as a turning point in popular culture studies where future directions were chartered," Marsden said, adding, "We plan to publish some of the best papers from the conference along with some of Ray's (Browne's) best work."

During a banquet on the final day of the conference, a number of scholars who have been influenced by Browne and his work will give testimonials. Credited as being among the first to advocate the serious study of popular culture and a founder of popular culture professional associations and publications, including the *Journal of Popular Culture*, Browne will be the final speaker at the conference.

Many others also will present papers at the conference.

For registration information, contact Joyce Kepke at the Office of Continuing Education and Summer Programs, 2-8181.

Purpose of job descriptions is clarified

Personnel services is requiring employees to file job descriptions again this year. According to John Moore, personnel services, the descriptions should help facilitate communication between supervisors and employees regarding job expectations.

The descriptions are to be used as part of the annual performance evaluation process, Moore said. The job description contains the essential tasks, functions and responsibilities for a position, as well as essential knowledge, skills and abilities the employee is expected to have on the job. The description is useful for performance evaluations because it is very detailed.

A job description differs from the state job specifications, which are used to advertise a job and for audits. The state specifications are an outline of duties in a classification. During an audit, the job description may be compared to the state specifications to determine if the employee

is in the correct classification. But, it is the state specifications on which the employee is audited, not the job description.

For example, the state specifications for a secretary 1 may include typing, filing and answering telephones. A specific secretary 1 at the University may be required to type, answer telephones and operate various computers. Although the position and work level are the same, there is some variation in the duties but not enough to warrant reclassification.

The updated job description allows managers to develop standards of performance for the duties and responsibilities for the next year's rating period. In addition, the job descriptions aid the University in complying with the Americans with Disabilities Act because the essential functions of the job are clearly outlined.

Employees who have not returned their job descriptions to personnel services are reminded to do so.

Alumnus Feldman to host book signing

What exactly are cooties and where did they come from? That's one of many questions David Feldman has investigated in a series of bestselling books that ask, then answer, everyday questions about popular culture.

A 1975 graduate of the University, Feldman is returning for a visit to his alma mater. On Friday (June 5) he is scheduled to be at the University Bookstore where he will be available to autograph copies of his books between 10-11:30 a.m.

The public is invited to attend.

Among Feldman's books are *Imponderables*, *Why Do Clocks Run Clockwise?*, *When Do Fish Sleep?* and *Do Penguins Have Knees?* His latest book, *When Did Wild Poodles Roam the Earth?*, is expected to be released in October.

Feldman, who lives in New York, earned a master's degree in popular culture at Bowling Green.

HELP LINE

From the front

layoff, will temporaries go first, then part-time and last full-time?

A. Seniority is based on total continuous service, regardless of classifications held. The clerical specialist is part of the following series: clerical supervisor, clerical specialist, clerk 2 and clerk 1. Regarding order of layoff, the selection of positions to be abolished will be based on need or function and the employee will be permitted to displace from full-time to part-time to temporaries in that order.

Q. What is the status of Leave Without Pay for classified employees? When will they take action on the issue?

A. Special leave is available now in the handbook. Voluntary reduction guidelines are expected to be available in approximately one week.

Q. Is a list of job titles within a given series available?

A. Yes, contact personnel services.

Q. If positions and areas are solely funded by external funds, can a classified person in one of these areas be bumped or laid off?

A. Yes. Externally funded positions are not protected against bumping.

CLASSIFIED EMPLOYMENT OPPORTUNITIES

New Vacancies

Posting expiration date: 10:30 a.m., Friday (June 5).

6-5-1 **Printing Technician 1**
Pay Range 6
Popular Press

FACULTY/STAFF POSITIONS

The following administrative staff positions are available:

Academic Enhancement: basic reading specialist (grant-funded, nine-month part-time position). Contact Sam Ramirez (Search V-027), 2-2228. Deadline: June 1.

Intercollegiate Athletics: assistant football coach (search re-opened). Contact Sam Ramirez (Search V), 2-2228. Deadline: June 16.

The following faculty positions are available:

Applied Statistics and Operations Research: instructor (full-time/terminal, 1992-93 academic year only). Send vita to Dr. Wei Shih, Department of Applied Statistics and Operations Research. Deadline: June 5.

Firelands (Applied Sciences): instructor/assistant professor of world class manufacturing (full-time/probationary or full-time/temporary, rank and contract dependent on degree). Contact Office of the Dean, Firelands College, BGSU, 901 Rye Beach Road, Huron 44839. Deadline: June 1.

ERIP workshop to increase information

Informational workshops are available for eligible classified and administrative staff interested in the Early Retirement Incentive Program. Work release time is authorized for all workshop sessions.

Interested employees may attend one of four workshops which will cover topics including the ERIP, retirement health care benefits and PERS/Social Security benefits. The sessions will be from 9-11 a.m. June 8 and 9, 1-3 p.m. June 10 and 6:30-8:30 p.m. June 11. All sessions will

SURVEY

From the front

the economic recession in Ohio where the greater share of the cost of attending college is borne by the student, but also because of the general socio-economic class of the families of BGSU students," the report states.

There are three main economic factors that impact BGSU students: the importance of low tuition, the figures showing that BGSU students are more likely to work while in high school and are also more likely to find a job while at BGSU, and the greater financial dependence of BGSU freshmen on summer work, savings and guaranteed loans.

"It's clear that our students are more independent and work during the school year and summers," Dr. James Litwin, director of institutional studies, said. "As costs of going to school increase we need to be mindful that our traditional population is threatened."

In addition to low tuition, BGSU students said academic reputation was a very important deciding factor.

In the BGSU report, students believe they will need remedial work in most subjects, especially mathematics.

be in the Personnel Conference/Training Center, College Park Office Building.

Two two-part sessions on financial strategies will also be offered. The sessions will be from 9 a.m.-noon June 1 with a follow-up session from 9 a.m.-noon June 2 and from 2-5 p.m. June 1 with a follow-up session from 2-5 p.m. June 2.

All of these sessions will be held in the Alumni Room, University Union.

To register for these programs, call Laura Gazarek at 2-8421.

"College students represent challenges to our teaching abilities as a faculty and our responsibilities as a staff to shape and manage an environment that will allow students to develop to their fullest potential both in and out of the classroom," Litwin said in a cover letter accompanying the report.

Students' interest in careers in business continued to decline for the fourth year, while interest in health professions and nursing rose for the same period.

In the area of self-concept and self-esteem BGSU students rate themselves below their national counterparts, a finding that will help student services better serve incoming freshmen.

Gregg DeCrane, student activities, said his office uses this information to focus programs and develop workshops. "Our goal is to assist students to be aware of themselves as individuals and help them aspire to higher levels," DeCrane said.

He said other areas of campus can use the freshman survey information to help meet the needs of students. "This is one source of information that can be utilized with other sources to form a picture of who our students are," DeCrane said.

Survey results indicate that BGSU students view racial discrimination as a continuing problem.

The response rate for the freshman survey was 56 percent, and BGSU students were compared to students from all public universities.

The 1991 Freshman Survey is the second that has been administered as part of the annual freshman survey conducted by the Higher Education Research Institute at UCLA and sponsored by the American Council on Education.

Copies of the survey may be obtained by contacting Litwin.